

Executive Secretary

Director of Central  
Intelligence

Deputy Director for Management  
and Services

Retyped per written instructions from  
the DCI.

Deputy Director for Management and  
Services

29 Jul 74

STAT

STAT EO-DD/M&S:  kmg (29 Jul 74)

Distribution:

Orig RS - Adse w/O&S of Att (DD/M&S 74-2641)

~~✓~~ - DD/M&S Subject w/background (ROS-HOLD)

DD/M&S 74-2641: Proposed memo for all employees fr DCI, subj: Agency Briefing Program

CENTRAL INTELLIGENCE AGENCY  
62 74-4250

WASHINGTON, D.C. 20505

31 July 1974

MEMORANDUM FOR: All Employees

SUBJECT : Agency Briefing Program

1. Attached herewith is a copy of a letter dated 19 June 1974 from Mr. Peter Malof of The Brookings Institution, who has some kind words to say about the Agency's participation in its conference program this past year, and to suggest additional sessions in the Headquarters Building starting in December 1974.

2. On the basis of a suggestion by the Management Advisory Group (MAG), I asked for a general summary of the major briefing activities of the Agency in Fiscal Year 1974, with a primary focus on briefings and tours by non-Agency groups, such as Brookings. I have been emphasizing the need to achieve a broader understanding of the intelligence process and the work of the Central Intelligence Agency. These briefing sessions range from a few hours to two days, and the effort is directed at employees of other Government agencies, as well as private organizations.

3. The following list is not all-inclusive, and it does not cover the individual efforts by various Deputy Directors, but it highlights some of our major activities in Fiscal Year 1974:

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
Brookings Conference for Business Executives	9	272
National Security Agency Training Courses	4	150
Washington Journalism Association Fellows	1	12
Joint Chiefs of Staff-Defense Intelligence Agency Orientation	2	116
Foreign Service Institute Training Courses	3	77

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Special "Day at CIA" for State Department Officers	1	140
Malcolm X College Students and Faculty	1	11
Federal Executive Institute Seminar	2	29
Industrial College of the Armed Forces	1	17
Foreign Area Officers' Course, Ft. Bragg, N.C.	1	50

4. It might also be of some interest to note our "Open House for Liberal Arts Faculties" held on 19 April 1974, with representatives from Atlanta University, Morehouse College, Spelman College, Xavier University, Morgan State College, North Carolina Central, Fisk University, Prairie View University, Hampton Institute and Virginia State College. There was a very candid and forthright exchange of views with these faculty members, who offered their comments about the Agency and our efforts to employ more blacks.

5. Most Agency employees are undoubtedly aware that on 11 May 1974 there was a "Retiree Homecoming Day," when we provided former employees from the Washington area with the opportunity to return as a group for a general discussion of the Agency and its activities. Well over five hundred retirees attended the briefing session in the auditorium, and there has been a very favorable reaction to the program.

6. The Agency also participates in a program of visits by the Presidential Classroom for Young Americans. During the past twelve months, eleven Presidential Classroom groups totaling 2,046 students and teachers came to the Headquarters auditorium to receive briefings on the mission and organization of the Agency.

7. As I mentioned in my address to the Los Angeles World Affairs Council in May 1974, we do not conduct a public relations program, and we are not in the public information business. But we do make as much information as possible available to the public, and this includes groups of our citizens who visit our facilities, where we try to

respond to their questions about the nature of American intelligence.

8. If any employees have any suggestions for groups who might be interested in these kinds of visits, please contact [redacted] Special Programs Officer, Office of Training, on extension [redacted]

151

W. E. Colby  
Director

Att (DD/M&S 74-2335)

EO-DD/M&S:[redacted] kmg (16 Jul 74)  
Rewritten:DCI:WEColby:kmg (26 Jul 74)  
Distribution:

- Orig - DCI (return to OP for bulletin board)
- 1 - Signing Official
- 1 - ER
- 1 - DDCI
- ~~1~~ - DD/M&S Subject + background (DD/M&S 74-2570, -2552)
- 1 - DD/M&S Chrono

UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>		
TO	NAME AND ADDRESS	DATE
1	DD/mas	
2	[Redacted]	7/26
3	Karen	
4		
5		
6		
ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b> <div style="text-align: center; margin-top: 10px;"> <span style="font-size: 1.5em;">Para 7</span>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px;"></div> <div style="text-align: right;"> <span style="font-size: 1.2em;">Special</span>  <span style="font-size: 0.8em;">Office of Training</span> </div> </div> <div style="margin-top: 10px;"> <span style="font-size: 1.2em;">Programs Officer, [Redacted]</span>  <span style="font-size: 1.2em;">Mr. Blake resumed the</span>  <span style="font-size: 1.2em;">charges 7/26/74</span> </div> </div>		
FOLD HERE TO RETURN TO SENDER		
FROM: NAME, ADDRESS AND PHONE NO.		DATE
DCI		7/25/74
UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 237  
1-67

Use previous editions

(40)

The Brookings Institution

1775 MASSACHUSETTS AVENUE N.W. / WASHINGTON D.C. 20036 / CABLES: BROOKINST / TELEPHONE: (202) 797-6000

*Advanced Study Program*

June 19, 1974

The Honorable William E. Colby  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Bill:

This letter has a three-fold purpose: (1) to express our collective thanks for your assistance in the past year's conference program, (2) to confirm a request for a special session on August 22 for a group of faculty fellows, and (3) to list the Friday dates of the conferences for business executives scheduled next season.

It is difficult to add to the praise that the Langley sessions for these groups have earned in the past. The letters from participants are laced with words like "informative," "thrilling," and "well done." Our heartfelt appreciation to you, your associates, and your supporting staff for this valuable educational contribution!

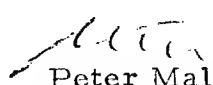
STAT

The request for a special meeting on August 22 was passed on to Mr. [redacted] by my colleague, Richard Simons, who will be in charge of an orientation to government for approximately twenty-eight faculty members of business colleges. These individuals have been selected to participate in a "Faculty Fellows" program sponsored jointly by the American Assembly of Collegiate Schools of Business and the Sears-Roebuck Foundation. They are drawn primarily from the fields of economics and business administration. They will be assigned to various federal agencies and departments for a period of practical work experience in government.

Finally, our regular series of conferences for business executives on government operations will resume in December. The dates on which we hope we can again arrange a series of Langley sessions are as follows (each a Friday): December 6 (1974), January 31 (1975), February 28, March 14, March 28, April 11, April 25, May 16, June 6, and June 27.

With best wishes for a good summer,

Sincerely yours,

  
Peter Malof  
Senior Staff Member and  
Coordinator of Business Programs

The Director

Bill:

I understand that the Agency MAG expressed some surprise at the number of outside groups which visit the Agency, and the suggestion was made that this information should be made known to the Agency populace.

The attached memo was prepared for your signature because the idea originated with MAG, the information will probably be of widespread interest in the Agency, and it carries more weight coming from the DCI. If you agree with the approach, I propose to put the signed memorandum on the official bulletin board.

/s/ John F. Elcho

for Harold L. Brownman

17 JUL 1974

STAT

EO-DD/M&S: [ ] kmg (16 Jul 74)

Distribution:

Orig - Adse w/O of Att (DD/M&S 74-2641)

1 - ER

1 - DDCI

1 - DD/M&S Subject w/cy of Att + background (DD/M&S 74-2570, 4-2552, 4-2335)

1 - DD/M&S Chrono

DD/M&S 74-2641: Proposed Memo for all employees fr DCI, subj: Agency Briefing Program

DD/M&S 74-2570: Memo dtd 9 Jul 74 to DD/M&S fr DTR, subj: Visits of Groups to CIA

DD/M&S 74-2335: Ltr dtd 19 Jun 74 to DCI fr Peter Malof of The Brookings Institution  
re thanks for CIA assistance and to schedule conferences for next session

DD/M&amp;S 74-2641

MEMORANDUM FOR: All Employees

SUBJECT : Agency Briefing Program

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2. On the basis of a suggestion by the Management Advisory Group (MAG), I asked for a general summary of the major briefing activities of the Agency in Fiscal Year 1974, with a primary focus on briefings and tours by non-Agency groups, such as Brookings. I have been emphasizing the need to achieve a broader understanding of the intelligence process and the work of the Central Intelligence Agency. These briefing sessions range from a few hours to two days, and the effort is directed at employees of other Government agencies, as well as private organizations.

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7. As I mentioned in my address to the Los Angeles World Affairs Council in May 1974, we do not conduct a public relations program, and we are not in the public information business. But we do make as much information as possible available to the public, and this includes groups of our citizens who visit our facilities, where we try to

respond to their questions about the nature of American intelligence. I will be supporting the Brookings program in the coming year, and I intend to continue with these modest efforts to provide a better understanding of the intelligence process.

W. E. Colby  
Director

Att (DD/M&S 74-2335)

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- 1 - HLB Chrono

ORIGINATOR:

/s/ John F. Bickel

17 JUL 1974

HAROLD L. BROWMAN  
Deputy Director  
for  
Management and Services

Date

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*If any employees have any suggestions for groups who might be ~~interested in these~~ interested in these kinds of visits, please contact ~~a MAG~~ the \_\_\_\_\_?*

W. E. Colby  
Director

Att

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>		7/16		
2	Mr. Blake		17 JUL 1974		
3	<del>Mr. Brownman</del>				
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> 1 to 3: Recommend your signatures.					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO.  
1-67

237

Use previous editions

(40)

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DTR

EXTENSION

NO.

DIR-0437

DATE

9 JUL 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDM&S

2.

3.

Mr. Blake

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

7/9 7/11

11 JUL 1974

The attached is in response to the suggestion that we publicize visits by outside groups on the classified bulletin board.

DIR-0-127

9 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
 SUBJECT : Visits of Groups to CIA

1. The Director has emphasized the need to achieve a broader understanding of the role of national intelligence and the work of CIA. The Office of Training has been participating in a substantial way in Agency efforts to meet this goal by organizing programs of briefings and tours for non-Agency groups. These include a number of training courses for the employees of other departments or agencies, but they also include groups from private organizations. The programs range from several hours to two days.

2. The following is a list of the more significant visits of groups to Headquarters during fiscal year 1974.

<u>Name of Group</u>	<u>Number of Visits</u>	<u>Number of Visitors</u>
Brookings Conference for Business Executives	9	272
<i>Voluntary Serv As</i> NSA Training Courses	4	150
Washington Journalism Association Fellows	1	12
JCS-DIA Orientation	2	116
FSI Training Courses	3	77
Special "Day at CIA" for State Department Officers	1	140
Malcolm X College Students and Faculty	1	11
Federal Executive Institute Seminar	2	29



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Industrial College of the Armed Forces	1	17
Foreign Area Officers' Course, Ft. Bragg, N.C.	1	50

3. In addition, the Office of Personnel administers a program of visits by the Presidential Classroom for Young Americans. During the past twelve months 11 Presidential Classroom groups totaling 2,046 students and teachers came to the Headquarters Auditorium to receive briefings on the Agency ~~by the OTR Briefing Officer.~~

Alfonso Rodriguez  
Director of Training

STAT

CENTRAL INTELLIGENCE AGENCY

Open House  
for  
*Liberal Arts Faculties*



19 April 1974  
Washington, D. C.

**PROGRAM**

0930 - 1000

Welcome to CIA  
Dr. Edward Proctor  
Deputy Director for Intelligence

1000 - 1030

Coffee and Administration

1030 - 1230

Visits to:

Cartographic Display  
Library  
Computer Center  
Operations Center, OWI

1230 - 1345

Lunch with CIA officials

1345 - 1545

Visit with Office Directors

1600 - 1700

Roundtable discussion on the role of the Black Professional  
in CIA  
Mr. W.E. Colby  
Director, Central Intelligence

1700 - 1900

Reception in  
Executive Dining Room

1900

Return to Hotel

## GUESTS

### Atlanta University

Dr. Mildred Glover  
Dr. James Hefner  
Dr. Robert Holmes  
Dr. John Reed  
Dr. Robert Vowels  
Dr. Dan Young

### Morehouse College

Prof. Robert Brisbaine  
Dr. Alton Hornsby  
Dr. Tobe Johnson  
Dr. William Pickens

### Spelman College

Dr. Richard Carroll  
Prof. Marcia Halvorsen  
Prof. Lois Moreland  
Prof. Robert E. Perdue

### Xavier University

Prof. George McKenna  
Dr. Carolyn Williams

### Morgan State College

Dr. Joseph Overton

### North Carolina Central

Dr. Tyrone Baines  
Prof. Clarence Brown  
Prof. Robert Montgomery  
Dr. Charles Ray

### Fisk University

Dr. Wilfred David  
Dr. Kerry Davidson  
Dr. Robert Devieux  
Dr. Rosentene Purnell  
Dr. Tandy Tollerson

### Prairie View University

Prof. Huelen M. Davis  
Prof. Charles Tatum

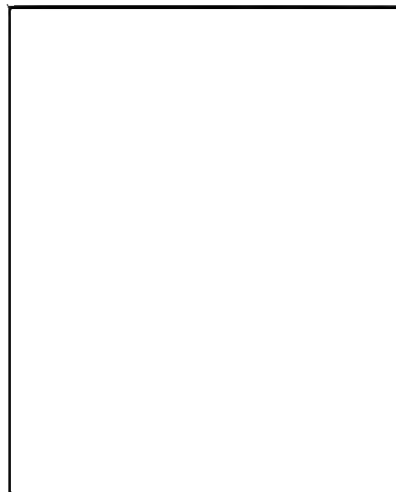
### Hampton Institute

Mr. George Cullen  
Mr. Novell Dickinson  
Ms. Anne Wortham

### Virginia State College

Mr. B.F. Dabney  
Dr. Oscar Williams

### Escorts



STAT

18 JUL 1974

Mr. Peter Malof  
Senior Staff Member and  
Coordinator of Business Programs  
The Brookings Institution  
1775 Massachusetts Avenue, N.W.  
Washington, D.C. 20036

Dear Peter:

Thank you for your letter to Mr. Colby of 19 June 1974. We appreciate your complimentary remarks about the Agency's participation in the Brookings Conferences for Business Executives. You spoke of the educational value to the businessmen who visit CIA for briefings. This works both ways, as it is also a valuable and unique opportunity for senior CIA officers to meet with leading members of the business community and hear and respond to their questions and concerns about the responsibilities and activities of the Agency and the Intelligence Community.

We will be glad to participate in the Brookings Conferences in the upcoming 1974-75 season. The dates you mentioned will be fine as will the session on 22 August 1974 for faculty members of business colleges. [redacted] of my staff will coordinate these events as he did the past season.

Sincerely,

[redacted]

Alfonso Rodriguez  
Director of Training

Distribution:

Orig - Adse  
1 - ER  
1 - DDM&S

<b>TRANSMITTAL SLIP</b>		DATE
TO: DDM&S		
ROOM NO.	BUILDING	
	HQ	
REMARKS:		
<p>Reference your note:                  We are preparing for the                  Director's Bulletin Board a                  list of the more significant                  visits to CIA for briefings                  over the past fiscal year.</p>		
FROM: Director of Training		
ROOM NO.	BUILDING	EXTENSION
	CofC	

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)